Employee Identification Records
Home Telephone Numbers and Addresses

Proposed System and Procedure for Use
By Security Office

1. System -- Basically, the present method of preparing, furnishing and filing the cards may be retained subject to the administrative approval of the Security Office i.e. if the function is transferred. In that event, the Machine Records Division will be prepared to furnish to the Security Office either cards, as at present, or strips which could be used in a visible leaf file such as the rotary or desk type.

   The Machine Records Division is also prepared to furnish, in addition to the data now reflected on Form 37-6, the badge number, the physical description code and the secret number of each staff employee. All data can be included in two printed lines on either the cards or strips.

   Normally, a visible leaf type file will hold 75 flexoline strips of one line data on each side and allow ease of operation; thus mathematically, $37\frac{1}{2}$ strips of two line data or 75 on both sides. On this basis, approximately 115 leaves will be required to convert the file of Forms 37-6 from the present upright box style to the visible leaf desk type.

2. Operating Procedure -- One important advantage that will accrue immediately under a revised operating procedure concerns the possible tightening of security on individuals calling for information from outside sources. Thus, the Security Office, through the media of the badge number, the physical description code and the secret code, as feasible, could develop an accurate identification of the caller if he is an Agency employee. Obviously, use of these means is more practicable for security purposes than the present method of identification now used in the telephone room i.e. name and office extension only.

   Another direct advantage that might result from the revised procedure, if otherwise feasible, is that the new identification media will enable covert employees to call from outside sources after business hours and obtain locator information on other covert personnel.

   Other advantages that should obtain through administration of the file record function by the Security Office are as follows:

   a. Closer supervision can be exercised over building guards in requests for information via telephone.

   b. More efficient security control can be maintained over information on employees changing from overt to covert status by charging

security violations to the Administrative offices who are delinquent in reporting requirements, e.g. whenever the Security Office has to take independent action to have respective cards deleted from the file.